

Fire Prevention and Detection Checklist

When creating a Fire Prevention Strategy, **Prevention** should be your priority. Prevention is better than cure. This check list can help:

Have you:

Identified who and what is at risk?

Y	N
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- Who
 - Club members and staff
 - Members of the public
 - Neighbours
 - Those with mobility issues or are partially sighted
 - Other
- What
 - Clubhouse and contents
 - Grounds shed, machinery and contents
 - Neighbouring properties
 - Other

Identified sources of ignition?

- Naked flames
- Smoking on or close to the premises
- Electrical equipment (portable or fixed)
- Extension cables and/or multiple socket adaptors
- Heating devices, especially portable heaters
- Cooker hoods and extraction ducts (Build-up of fat/grease)
- Do you conduct 'Hot Works'
- Lithium-Ion Battery Charging and Storage

Identified combustible materials?

- Stored fuels
- Chemicals & Fertilisers
- Gas bottles
- Wastepaper/rubbish bins

Are you susceptible to arson?

- Is the premises open to unauthorised access?
- Are combustible materials, waste and refuse bins stored close to buildings?
- Can you secure and lock combustible waste away from potential arson?
- Is your clubhouse/maintenance shed remote and out of direct line of sight?

If you have answered Yes to any of the above 'sources of ignition and/or combustible materials,' do you have an effective strategy to prevent a fire?

Pending the result of the above assessment will help you decide if you require a fire detection and alarm system. Not all premises, especially small premises require a system.

If you do decide a fire detection and alarm system is required, does it:

- Have appropriate methods of detection.
 - Heat detection
 - Smoke detection
 - Ionisation detection
- Have a manual method of raising the alarm i.e., break glass units strategically placed at fire exits.
- Provide an easily recognisable alarm that is audible from all parts of the premises.
- Provide a back-up power source for the detection and alarm system.
- Provide emergency lighting if required.

Y	N

Emergency evacuation plan

Do you have a plan that:

- All club members are aware of and they know what to do in the event of evacuation and what part they play.
- Has identified who is to call the emergency services.
- Considers guest and visiting teams.
- Considers the evacuation of those with mobility issues or are partially sighted.

Firefighting appliances.

If you have firefighting appliances, do your club members know how to use them safely?

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i.e., different types of fire extinguishers are used to fight particular types of fire, if incorrectly used it could make the fire worse and put the person at increased risk. Consider creating and communicating a policy that restricts the use of appliances to those who are deemed competent.

Consider the safe use of.

- All types of fire extinguishers.
- Fire blankets.
- Fire hydrants and hoses.

Maintenance of your system

Once you have put your process and facilities in place it is important you maintain them. Are you doing the following?

Fire detection system

- Frequently tested by activating a call point.
- Frequently inspected by a competent person.
- Frequently serviced by a competent person.

Firefighting equipment

- Are fire extinguisher frequently service?
- Do you conduct a review of fire extinguisher to ensure they continue to be the correct type?
- Is firefighting equipment stored in the correct place (not used a door stops or repositioned)?
- Do you frequently test your fire hoses?

Y	N

Escape routes

- Are escape route kept clear of obstructions?
- Are final fire exits open outward and operate smoothly without the need for a key or other device?
- Are fire exits leading to a final place of safety are clearly signed?
- If provided, is emergency lighting frequently tasted and suitably positioned?

If you have answered Yes to all of the above, you're on the right path to ensuring your safety in the event of a fire.